



Office of the City Clerk  
City of Vero Beach  
1053 20<sup>th</sup> Place  
P.O. Box 1389  
Vero Beach, FL 32961-1389  
(772) 978-4700

## REQUEST FOR PROCLAMATION

**This completed form and copy of the requested proclamation must be received by the City Clerk at least four weeks prior to the Council meeting date requested for the proclamation presentation.**

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Proclamation Sponsor (if not the requestor): \_\_\_\_\_

Title of proclamation: \_\_\_\_\_

Subject of proclamation: \_\_\_\_\_

Purpose of proclamation: \_\_\_\_\_

Council meeting date requested: \_\_\_\_\_

Person attending: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attach a copy of your one-page proposed proclamation including 2 to 4 recitals ("whereas" clauses) citing the subject matter, purpose of the proposed proclamation, and relevant factual support. (Samples available from City Clerk). You must provide documentary or other materials supporting any factual statements and provide footnotes referencing such factual support on the proclamation. All proclamations must fit on a single 8 ½" x 14" page with space remaining for City signatures.

The undersigned requestor acknowledges that they have received and fully read a copy of the Council's Proclamation Policy, Resolution No. 2018-\_\_\_\_\_, and understands and acknowledges that the proposed proclamation must conform with such Policy and all proclamation requests are subject to rejection in the sole determination and discretion of the City Clerk and Council and, further, that any requested proclamation may be subject to editing by the City Clerk or Council.

Date: \_\_\_\_\_

Requestor signature: \_\_\_\_\_

### City Clerk Use Only:

Date request received: \_\_\_\_\_ Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

Reason rejected: \_\_\_\_\_

Date requestor notified: \_\_\_\_\_ Date proclamation presented/issued: \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERO BEACH, FLORIDA, RELATING TO PROCLAMATIONS; REPEALING RESOLUTION 2013-31 AND ADOPTING AN UPDATED POLICY GOVERNING REQUESTS FOR AND ISSUANCE OF CITY COUNCIL PROCLAMATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Vero Beach previously adopted Resolution 2013-31 establishing procedures and guidelines to govern requests for and issuance of City Council proclamations; and

**WHEREAS**, the City Council desires to more fully clarify that the issuance of proclamations by the City Council is intended primarily to publicly recognize, celebrate, or honor extraordinary or significant achievements of citizens of the community, public service organizations, and government administration; positive quality-of-life community activities and events and sponsors; and dates of local significance; and

**WHEREAS**, to that end, the City Council desires to adopt the updated Proclamation Policy provided for in this Resolution to clarify the procedures and guidelines for consideration of requests for the issuance of proclamations by the City Council,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERO BEACH, FLORIDA, AS FOLLOWS:**

**Section 1 – Adoption of “Whereas” clauses.**

The foregoing “Whereas” clauses are hereby adopted and incorporated herein as forming the legislative findings, purpose, and intent of this Resolution.

**Section 2 – Repeal of Resolution 2013-31.**

Resolution 2013-31 is hereby repealed and replaced in its entirety with this Resolution.

**Section 3 – Adoption of Proclamation Policy.**

The City Council hereby adopts the following Proclamation Policy (hereinafter “Policy”) which shall govern consideration of requests for and issuance of proclamations:

1. Proclamations are strictly ceremonial documents intended by the Council to publicly recognize, celebrate, or honor extraordinary or significant achievements of citizens of the community, public service organizations, and government administration; positive quality-of-life community activities, events, and sponsors; and dates of local significance, as well as promote public awareness of such achievements, activities, events, and significant dates. Requested proclamations are issued solely in the discretion of the Council as a courtesy.

Proclamations are not legally binding and do not constitute an endorsement of the subject matter by the Council or the City.

Examples of generally appropriate and acceptable subject matter meeting the Council's intended purpose of a proclamation include, but are not limited to, the following:

- Extraordinary or significant achievements of citizens of the community and youth attending schools within the community.
- Extraordinary or significant achievements of non-profit and public service organizations and government administration.
- Noteworthy occasions, activities, programs, and events taking place within the community that are sponsored by local non-profit and public service organizations or government entities.
- Dates of at least fifty years or older that are historically significant to the citizens of the community.
- Sponsorship of City organized activities, programs, and events.
- Local businesses participating in charitable giving benefiting the community.

Examples of generally inappropriate and unacceptable subject matter not in keeping with the express limited purpose and intent of a Council proclamation include, but are not limited to, the following:

- Expression, recognition, promotion, or endorsement of any political, ideological, religious, spiritual, or philosophical belief, practice, theory, or position.
- Events, activities, ideologies or philosophical beliefs, organizations, or groups that espouse, support, or encourage hatred, violence, racism, or illegal conduct.
- Promotion or endorsement of or preference for any particular enterprise, business, industry, or profession.
- Promotion or endorsement of or preference for any particular product or service.
- Any topic or subject matter that is issues-oriented or may be otherwise divisive in nature within the community or on which persons within the community may have differing opinions, positions, or beliefs.
- Any expression of a Council position on any subject or issue or other matter of administration more appropriate for a Council resolution.

2. The proclamation request shall be submitted to the City Clerk on the "Request for Proclamation" form ("Request Form") together with a copy of the proposed proclamation in standard City form. The Request Form shall be substantially as provided in Exhibit "A" attached hereto and incorporated herein and shall be available at the Office of the City Clerk.

3. All proclamation requests must be submitted at least four (4) weeks prior to the date of the Council meeting needed, and not more than ninety (90) days in advance.

4. The proposed proclamation shall be limited to a single page no larger than 8 ½" by 14" with sufficient space remaining for City signatures.

5. The proposed proclamation shall include at least two (2) to four (4) appropriate recitals (i.e. "whereas" clauses) specifying the subject matter, purpose, and factual basis supporting the proclamation. The requestor shall provide with the proposed proclamation documentary or other materials supporting the factual matters stated in the proposed proclamation. However, no proclamation may state or infer that the factual matters stated in the proposed proclamation have been determined, validated, or verified by the Council or the City as true except when the Council is the proponent of the proclamation and such proclamation is initiated by the Council at its direction.

6. A requested proclamation that comports with this Policy may be approved and scheduled by the City Clerk for the appropriate Council meeting for presentation. Any request for a proclamation on or similar to any inappropriate or unacceptable topic or subject matter or otherwise not in conformance with this Policy shall be rejected by the City Clerk with explanation of the reason for rejection. However, the City Clerk may modify or edit any requested proclamation if it may be reasonably modified to comport with this Policy.

7. The Council retains the sole and absolute discretion to approve or deny any proclamation request and to modify or otherwise amend any requested proclamation notwithstanding the City Clerk has initially approved or denied such request or the requested proclamation has been included on a Council meeting agenda.

8. The recipient of a proclamation or a representative is encouraged to appear at the Council meeting to receive the requested proclamation on the date scheduled for presentation. Proclamations issued for recipients unable to attend may be picked-up from the City Clerk or may be mailed.

9. Issued proclamations are not to be used for profit, commercial advertising or promotion, or other commercial purposes.

10. The number of proclamations to be issued at any one Council meeting shall not exceed four (4).

11. Proclamations for an annual recurring event or occasion shall not be automatically scheduled or issued. Requests for such proclamations will be submitted each year and will be reviewed on a case-by-case basis.

12. Approval of a request for a proclamation on one or more occasions is not and shall not be deemed to warrant or guarantee approval of any subsequent proclamation request regardless of the subject matter or the requestor.

**Section 4 – Effective Date.**

This Resolution shall become effective upon adoption by the City Council.

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This Resolution was heard on the 16<sup>th</sup> day of January 2018, at which time it was moved for adoption by Councilmember Moss, and seconded by Councilmember Zudans and adopted by the following vote of the City Council:

|                                |               |
|--------------------------------|---------------|
| Mayor Harry Howle III          | <u>yes</u>    |
| Vice Mayor Lange Sykes         | <u>absent</u> |
| Councilmember Laura Moss       | <u>yes</u>    |
| Councilmember Anthony W. Young | <u>yes</u>    |
| Councilmember Val Zudans       | <u>yes</u>    |

**ATTEST:**

Tammy K. Bursick  
Tammy K. Bursick  
City Clerk

**CITY COUNCIL  
CITY OF VERO BEACH, FLORIDA**

Harry Howle III  
Harry Howle III  
Mayor

[Seal]

**ADMINISTRATIVE REVIEW**

(For Internal Use Only--Sec. 2-77 COVB Code)

Approved as to technical  
requirements:

Tammy K. Bursick  
Tammy K. Bursick, City Clerk

Approved as conforming to municipal  
policy:

James R. O'Connor  
James R. O'Connor, City Manager

Approved as to form and legal sufficiency:

Wayne R. Coment  
Wayne R. Coment, City Attorney